

PEACE CORPS

Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment

RFQ Number: PC-637-23-RFQ-066

Date: 07-September-2023

Peace Corps/Botswana has a need for accommodation, conference and meals. Peace Corps is soliciting fixed-price quotations from the vendor community for the supplies and/or services detailed below.

If you are interested in submitting a quotation, please do so by sending your completed and signed Attachment 1—Vendor Quotation Form e-mail to:

Name: Pako Naomi Sello
 Title: Training & Events Coordinator
 E-mail: psello@peacecorps.gov
 Copy: bw-quotation@peacecorps.gov

Quotations are due no later than 17:00 PM, Friday 15 -September-2023. Late quotations will not be accepted.

Written questions about this Request for Quotation (RFQ) may be sent in the same fashion to the individual noted above in advance of the RFQ due date. No phone calls please.

Peace Corps will evaluate all quotations received by the deadline based on the minimum requirements and/or evaluation factor(s) shown below. Contingent on the availability of funds and continued need for the supplies and/or services, at the end of the evaluation process, Peace Corps intends to award a firm-fixed-price contract for the purchase of the required supplies and/or services to the selected vendor.

A. Statement of Work/Description of Requirements

Peace Corps seeks quotations from reputable hotels and lodges in and around Gaborone to provide accommodation, conference and meals from **October 10, 2023 – October 14, 2023**. The following represents the quantities and services we require for the duration as given.

Item	Description	Planned Dates	Qty
001	Standard accommodation	10 th October – 13 th October (4 nights)	36
002	Couple's Accommodation	10 th October – 13 th October (4 nights)	3
003	Twin Rooms	10 th October – 13 th October (4 nights)	13
004	Conference Plenary (70 pax capacity with ample room for activities)	11 th October – 13 th October (3 days)	1
005	Break away rooms (30 pax capacity)	11 th October – 13 th October (3 days)	3
006	Breakfast	11 th October – 14 th October (4 days)	62
007	Morning and Afternoon Tea and Snack	11 th October- 13 th October (3 days)	70
008	Lunch + 1 Soft Drink	11th October- 13th October (3 days)	70
009	Dinner + 1 Soft Drink + 1 water	10 th October – 13 th October (4 nights)	62
010	Conference Sundries incl. 3 x Supply of Water bottles per participant	11 th October– 13 th October (3 days)	70

The facility must be in an easily accessible location using local public transportation. Further, the facilities must be user friendly for the handicapped including wheelchair users.

Quoted services must be inclusive of WiFi in both the accommodation spaces as well as conference facilities.

B. Place of Performance

This service must be rendered at a site within Gaborone. Further, the vendor must complete a kick-off meeting with the Peace Corps at the hotel site to demonstrate various compliance measures. This meeting must take place even through a site visit no later than September 27th 2023.

C. Contract Terms and Conditions

As an Agency of the United States Government, Peace Corps has an approved contract template that it intends to use for the award. Peace Corps reserves the right to deny making a contract award to a vendor should they refuse to sign the Peace Corps approved contract template.

D. Minimum Criteria:

A quotation will not be considered further if it does not meet the following minimum criteria:

- Submitting a complete quotation by the specified deadline
- All requirements listed in section “A. Statement of Work”
- All requirements listed in section “B. Place of Performance and Required Delivery Schedule”

E. Evaluation Factors:

Award may be made with or without negotiations between the Peace Corps and the selected vendor. Award may be made to a vendor that provided the lowest priced technically acceptable quotation, or to a vendor other than the one that provided the lowest priced quotation, should that vendor be determined to have provided the best value quotation to the Peace Corps taking technical and cost factors into account.

All vendors that submit quotations in response to this RFQ will be notified of the results.

[End of RFQ]

ATTACHMENT 1 – VENDOR QUOTATION FORM

RFQ Number: PC-637-23-RFQ-066

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Quoted Prices (Inclusive of Administrative and/or Overhead Costs):

Item	Description	Planned Dates	Qty	Costing
001	Standard accommodation	10 th October – 13 th October (4 nights)	36	
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010	Conference Sundries incl. 3 x Supply of Water bottles per participant	11 th October– 13 th October (3 days)	70	
			Total Cost	

Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

Quoted Work or Delivery Schedule (If Any):

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions: *Please describe your proposed plan for keeping our guests separate from other guests who may be residing at your lodge during the time frame quoted. An example could be that you will not let space to outside guests at this time, or that you have a separate wing that can accommodate our guests.*

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____